Using This Course

CLICK A TOPIC TO LEARN MORE ABOUT IT

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The Overview Page

When you first enter a course, the Overview page is displayed. The Overview page describes the program's content and the length of the video. To begin the course, click the Begin the Course button.

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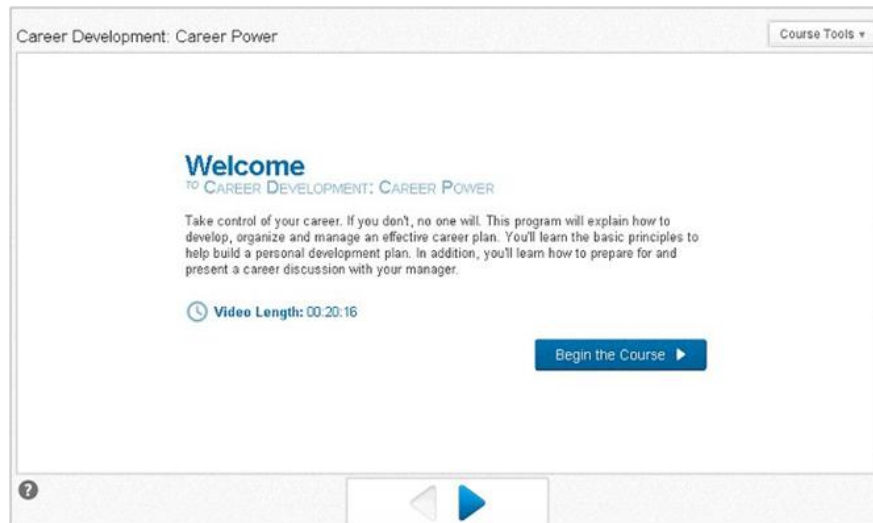
The Video Page

The first time you access a course, the video plays from the beginning. If you've previously viewed the video, it begins from where you left off.

The controls on the Video page let you easily start, stop and pause the video and control the volume. As you watch the video, you can follow along with the synchronized slides and closed-caption transcript.


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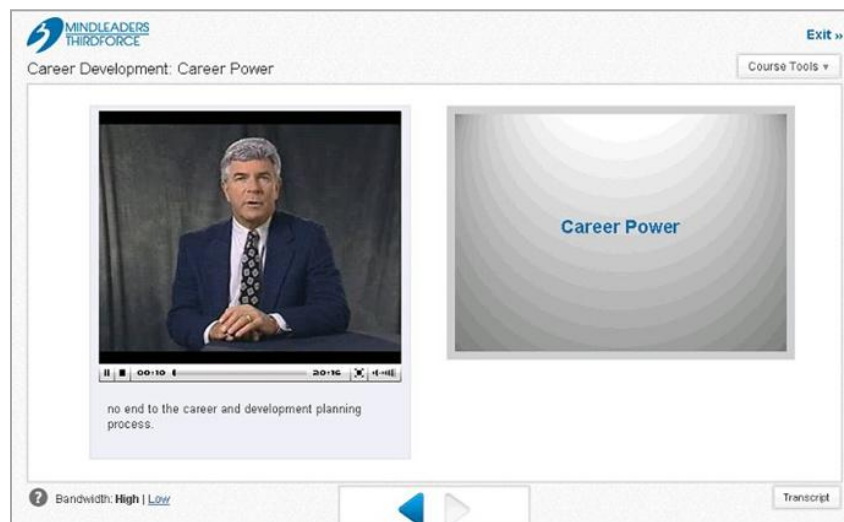
Using the Course Tools

Click the Course Tools button in the upper right corner of the window to view the various features available to you while you are taking a course. Click the Course Tools button again to close the Course Tools.

To access a particular feature, click the appropriate link. The information will display in a new browser window.

Note that not all features are available in all courses.
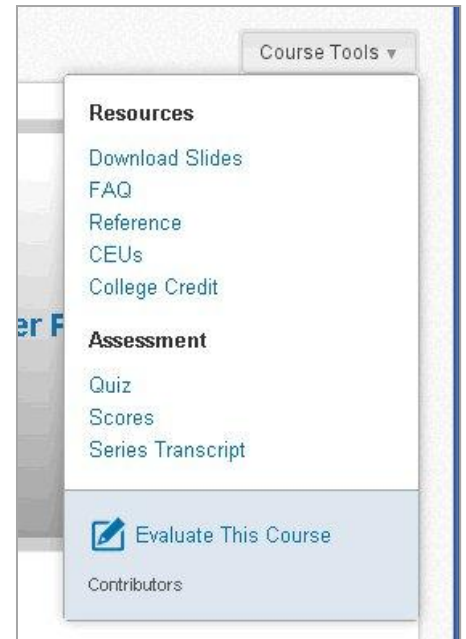
Using the Transcript

Click the Transcript button in the lower right corner or press T to view the transcript, this is the entire dialogue script of the course video. Each line is linked directly to the video. You can click on any transcript link to go directly to that point of the video.

To search the transcript, enter the word or phrase you want to find and click the Search button. Text is bolded in the transcript wherever your search term is found.
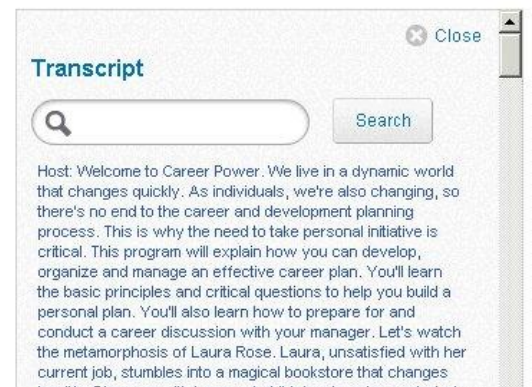
Using the FAQ

Click FAQ in the Course Tools or press F to display the Frequently Asked Questions page. Click on a question to reveal its answer. Click on the question again to conceal its answer.

Answering Questions

Some courses contain popup questions designed to help you assess your understanding of the topic. The video will pause automatically when a popup question is displayed.

After you've selected your answer to a question, click **Submit**. The following visual elements are part of the feedback to your answer. After you have finished a question, click the Close button to close the question window and continue watching the video.

This icon...	Indicates that your answer is...
✔	Correct.
✖	Not correct.
↻	Not correct and that you have another try. Use the hint to help with your second try.

▲

Taking the Quiz

Some courses contain a quiz, which consists of five questions about the course content. To open the quiz, click Quiz in the Course Tools or press Q. The quiz will open in a new browser window.

After you answer each question, click the Next Question button in the lower right corner of the window to continue. Use the Close button in the lower right corner to close the quiz after you've answered all the questions.

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Viewing Your Scores

In courses that contain questions, click Scores in the Course Tools or press S to view your scores. In courses that do not contain questions, click Course Progress in the Course Tools to view your progress in the course and obtain a certificate. The Scores (or Course Progress) page opens in a new browser window. Your scores are shown after you've answered all questions in the quiz. Depending on your course administrator's settings, a Certificate button is displayed if you've also scored at mastery level or above on the quiz and you've viewed the video in its entirety. Click the Certificate button to print a Certificate of Mastery.

Using Instant Mentoring

Instant Mentoring gives you immediate answers to questions you have while taking a course. Click the Instant Mentor button in the upper right corner of the window to open the Instant Mentoring classroom:
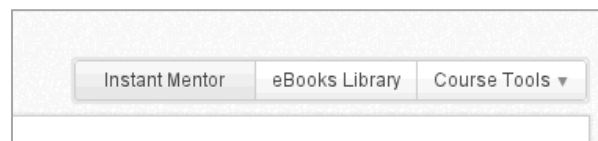
The classroom opens in a new window. Type your question in the question window and click the Send button. Your questions and the mentor's responses appear above.
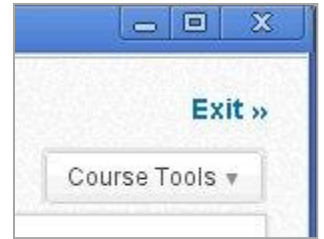
Exiting the Course

To exit a course, click Exit in the top right corner of the course window. To ensure your progress is recorded, do not exit a course by closing the browser window.

The next time you take the course, the video will begin where you left off.